



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

Bids and Awards Committee

REQUEST FOR QUOTATION

Sir/Madam:

We are considering your place as the venue for our seminar/training. In this regard, please quote us your lowest price for the lease of venue for the conduct of *Lease of Venue for Strategic Planning and Scorecarding* on August 1-3, 2019 in Manila. Our proposed budget for this event is Six Hundred Seventy Two Thousand Five Hundred Pesos (Php672,500.00) inclusive of tax.

Please submit your quotation within the next three (3) days. Attached is our minimum technical requirement for the lease of venue. These technical specifications shall require a statement of comply or not comply which shall be submitted by the Lessor including their bid/quotations using the standard format attached herein.

Thank you very much.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Raquel G. De Jesus".

RAQUEL G. DE JESUS
Acting Chief, General Services Division

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	<p>Title: Bureau of Customs Strategic Positioning and Strategic Formulation</p> <p>Date: August 01-03, 2019 from 7:00 AM to 10:00 PM</p> <p>Function Type: Classroom/Workshop Type No. of pax 75</p> <p>August 1, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks and Buffet Dinner</p> <p>August 2, 2019 - Day 2 AM Snacks/Buffer Lunch/PM Snacks and Buffet Dinner</p> <p>August 3, 2019 - Day 1 AM Snacks/Buffer Lunch/PM Snacks Note: Strictly no pork please</p>	
2	White Screen/LED Wall	
3	Lights and Sound System	
4	Audio visual equipment	
5	Classroom set up and Workshop set up	
6	White board and markers	
7	Stage set-up with	
8	Flowing water and coffee during the training session	
9	Physical Arrangement	
10	Availability	
11	<p>Other Inclusions for free</p> <ul style="list-style-type: none"> -minimum of 8 wireless microphones -minimum of 10 waiters -microphone stand min. of 4 -projector -internet access -flagpole minimum of 2 -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -Parking lots -signage -none corkage 	

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name of Representative

Date: _____